



LGC Governance Professional (Clerk to School Governing Body)

Remote or Hybrid working available.
(Managed Services Team)

Location:	We currently have several schools seeking a Local Governance Professional (Clerk to the School Governing Body). These opportunities are based across Southampton, Portsmouth, Dorset and Poole. There is flexibility to work with more than one school, if desired, and remote or Hybrid working arrangements are available.
Contract:	Permanent, term time only
Hours:	60 hours per school per year to cover 6 meetings for each local governing committee with meeting times starting late afternoon / early evening during the school term, plus a total of 15 personal training hours.
Salary:	Grade 6 (£28,792 to £31,022 FTE) Actual Salary: £1,285 to £1,385 (salary calculated for covering 1 school) Actual Salary: £2,316 to £2,495 (salary calculated for covering 2 schools) Actual Salary: £3,446 to £3,713 (salary calculated for covering 3 schools)
Start Date:	As soon as possible
Application deadline:	Friday 17 th July 2026
Interview date:	To be arranged on an individual basis

Job Summary:

Drawing on your strong administrative experience, you will play a key role in supporting local governing committee meetings, including their organisation and administration. You will be responsible for producing accurate and effective minutes, as well as providing advice and guidance on governance matters. Training in governance can be provided where required.

You will be expected to work independently, manage deadlines, and maintain accurate written and electronic records. A key aspect of the role is the ability to remain impartial, comply with data protection legislation, and uphold strict confidentiality.

If you are a positive and flexible individual with strong communication skills and would welcome the opportunity to support our schools and local governing committees to maximise their effectiveness, we would be keen to hear from you.

We are seeking a professional individual who:

- Can effectively prioritise and manage their workload
- Can work independently and proactively
- Can build positive working relationships with a wide range of stakeholders

What we offer you:

- An opportunity to be part of a collaborative managed services team with a shared vision of excellence
- Flexible working approach, where possible
- Wellbeing day (trial for 2025/26)
- Excellent training and development programmes and opportunities
- Eligibility to join the Local Government Pension Scheme
- Generous holiday entitlement, increasing with length of service
- Access to our benefits portal offering a full range of discounts available through Lifestyle Savings
- Access to Wellbeing Support through our Employee Assistance Programme, this includes free confidential telephone and face to face counselling for employees and family members
- Eligibility for a Blue Light card

About Hamwic Education Trust:

HET is fully committed to developing an outstanding workforce. We are a friendly and supportive community of professionals working hard to ensure that our schools are enabling children to grow and develop for the future.

We have talented staff working in leadership, teaching and support roles throughout our schools and committed professionals working in the Managed Services team covering education, safeguarding, HR, IT, finance and estates. This experienced team supports our schools and is responsible for the successful delivery of our multi-academy trust.

As an employer, we support our staff to grow through continuing professional development and there is a range of apprenticeships and other opportunities available throughout the Trust to extend your knowledge, skills and career prospects.

HET celebrates the uniqueness of our pupils, our staff and our schools and we aim for everyone to achieve their full potential through the pathways of opportunities available.

Application Procedure:

If you would like to discuss this role, please contact Louise Newman, Head of Governance by emailing louise.newman@hamwic.org to arrange an informal chat.

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at www.hamwic.org/vacancies/managed-services. Completed applications should be returned to recruitment@hamwic.org. **CVs will only be accepted with a completed application form.**

Please note, we may close the advert prior to the advertised closing date should we have sufficient applications. We strongly encourage prospective applicants to apply as soon as possible.

Hamwic Education Trust (HET) are committed to safeguarding and protecting the welfare of our pupils and we expect all staff and volunteers to share this commitment.

All posts are subject to a safer recruitment process which includes enhanced criminal record and barring checks, scrutiny of work and training history, robust referencing, and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across HET.

All HET employees you will be required to undergo continuous professional development to maintain safe working practices and to safeguard our pupils.